

Flint River Presbytery Meeting -- October 17, 2020

ZOOM INSTRUCTIONS to keep with you during the meeting!

The day of the meeting....

1. **Allow at least 15-30 minutes to get connected before the meeting starts.** Office Manager Elizabeth Cantrell and Zoom Technician Curtis White will be present at 9:30 am to assist commissioners in registering. As you enter, please wait a moment, unmute, and share your name and church and/or other connection. If there are many folks talking at the same time, pause, wait, and try again. Once your presence is recorded by Elizabeth, Curtis will place you in the Zoom Chat Room for Virtual Coffee Hour where you can visit with other commissioners. If you would prefer to wait in silence, you can ask to remain “in the sanctuary” of the main online gathering space.
2. **Mute yourself upon joining** and keep yourself muted during the meeting until you are needed or required to speak or respond. To unmute, you can press the spacebar. Press it again to mute. Or you can press the “mute/unmute” button in the upper right corner of your video box.
3. **Rename yourself** if you are using someone else’s computer or you have a company name. To do this, click on participants in the bottom of your screen, then when your name pops up on the right, float mouse over your name in the box and re-type. **Please be sure to provide your first name, last name, and congregation name.**
4. **Please use the “hand-raised” feature to ask a question.** This feature is the most efficient way of communicating. You can find this feature by pulling up the “Participants” list located at the bottom of the Zoom window. Clicking the illustration of a raised hand, will let us know you have a question. **In addition, note that you will use the “hand-raised” feature to register an objection during a vote.** Each of the action items listed in our presbytery handbook will be addressed by *unanimous consent*, which assumes that there will be general agreement among the gathered body. If you do not agree with an item, you will raise your hand, so your objection can be noted. **Again, a raised hand during a motion of unanimous consent will be registered as a NO vote rather than concurrence.**
5. **Plan to stay for the duration of the meeting** as it should not be terribly long; there will moments to pause, break, and breathe.
6. **If you happen to get bumped off,** wait a minute, as ZOOM often re-connects on its own.
7. **LANDLINES/cell phones:** If you are joining the meeting by phone, please select the phone number given for the Eastern time zone from the Zoom invitation. Connect with dial-in number provided from Elizabeth. Please identify yourself once you begin to speak. ***6 will mute/unmute your phone. *9 on keypad will “Raise Hand”** to alert Host you would like to be called on to speak.
8. **To make a motion:** You may physically raise your hand to be called on by the moderator. You may also raise your hand via the “Participants” list. Either way, **you must type the motion in the chat, so everyone can see the motion as written.**
9. For issues before/during the Presbytery Meeting, **please text** Office Manager, Elizabeth Cantrell at 229.435.9726 or St. Andrews (Macon) pastor Curtis White, who will serve as our Zoom Technician at 425.422.7001